



**County of Los Angeles
Quality and Productivity
Commission**

565 Kenneth Hahn Hall of
Administration
500 West Temple Street
Los Angeles, CA 90012

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Program Manager

Laura Perez

Program Support

Tammy Johnson

EXECUTIVE OFFICE



**BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES**

Date

To: Director
Department

From: Chair
Quality and Productivity Commission

Subject: **PIF #, NAME OF PROJECT**

This is to advise you that your Productivity Investment Fund project was approved for funding by the Quality and Productivity Commission on Date.

"Name of Project"

Grant/Loan Number: 21.1

Grant: \$ Amount

Loan Amount: \$ Amount

The attached Agreement of Acceptance of Funds outlines the terms and conditions of the award. Also attached is a Schedule of Withdrawals and Payments along with the Notice of Funding. If you approve of the terms in these documents, please sign and return them within **30 days** from the date of this letter to:

Quality and Productivity Commission
500 West Temple Street, Room 565
Los Angeles, CA 90012

If you have any questions, or need additional information, please contact Jackie Guevarra, Executive Director, at (213) 974-1361 or Laura Perez, Program Manager at (213) 974-1390.

Congratulations on the funding approval of your project. We look forward to receiving your reports on the success of your project.

JB:JG:LP

Attachment

c: Productivity Manager(s)
PIF Analyst
CEO Budget Analyst
Executive Office, Board of Supervisors

**QUALITY AND PRODUCTIVITY COMMISSION
PRODUCTIVITY INVESTMENT FUND
PIF Number: #
AGREEMENT FOR ACCEPTANCE OF FUNDS**

We accept the award of \$Amount from the Productivity Investment Fund for **"Name of Project."**

Use of Funds:

We agree to use the funds *only* for the purposes stated in the application and to withdraw funds only as needed in the quarter. If circumstances change, and the funded project does not proceed or is delivered for less than the award amount, the unspent funds will be returned to the Productivity Investment Fund.

Please note that funds not withdrawn within 4 quarters of the time of withdrawal will automatically return back to the Productivity Investment Fund and the project will be considered closed.

Reporting Requirements:

We understand that we are to provide annual reports while the project is in progress and a completion report with an accounting of expenditures and a post-project evaluation report on the programmatic success of the project and estimated cost savings or avoidance. It is further understood that we may be asked to report in person at future Productivity Investment Board meetings, or to conduct a site visit for Commissioners during or after implementation of the project.

Recognition Requirements:

We understand that Commission sponsorship will be appropriately acknowledged in any written materials that are created in implementing or reporting on the project.

Project Manager
Email:

Date

Budget/Finance Manager
Email:

Date

Productivity Manager

Date

Department Head

Date

**PRODUCTIVITY INVESTMENT BOARD
NOTICE OF FUNDING SCHEDULE**

1. Department Department Name	2. Approval Date Date									
3. Project Name Project Name	4. Amount Requested \$Amount									
5. Approved Funding <table style="width: 100%; margin-top: 20px;"><tr><td style="text-align: center; width: 50%;"><u>Loan Amount</u> \$Amount</td><td style="text-align: center; width: 50%;"><u>Grant Amount</u> \$Amount</td></tr></table>		<u>Loan Amount</u> \$Amount	<u>Grant Amount</u> \$Amount							
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6. Withdrawal and Payment Schedule Terms and conditions (includes agreed upon incremental distribution of funds, by fiscal year) <table style="width: 100%; margin-top: 20px;"><thead><tr><th style="width: 30%;"></th><th style="width: 35%; text-align: center;"><u>Withdrawal Amount</u></th><th style="width: 35%; text-align: center;"><u>Payment Amount</u></th></tr></thead><tbody><tr><td><i>FY 2020-21 2Q</i></td><td style="text-align: center;"><i>\$Amount</i></td><td></td></tr><tr><td><i>FY 2021-22 1Q</i></td><td style="text-align: center;"><i>\$Amount</i></td><td></td></tr></tbody></table>			<u>Withdrawal Amount</u>	<u>Payment Amount</u>	<i>FY 2020-21 2Q</i>	<i>\$Amount</i>		<i>FY 2021-22 1Q</i>	<i>\$Amount</i>	
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<i>FY 2021-22 1Q</i>	<i>\$Amount</i>									

I hereby accept the terms and conditions outlined above:

Project Manager
Email:

Date

Budget/Finance Manager
Email:

Date

Productivity Manager

Date

Department Head

Date

Please return this Agreement, together with the Schedule of Withdrawals and Payments, within 30 days to: Laura Perez, Program Manager, Quality and Productivity Commission, 565 Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, CA 90012.